

Allegheny College <b>PERSONNEL POLICIES &amp; BENEFITS HANDBOOK</b>	<b>200</b> POLICY NUMBER
	<b>9/01/02</b> EFFECTIVE DATE
<b>Subject: GENERAL INFORMATION</b>	

## **200 General Information**

In order to have a good working relationship, it is important for you to understand your role as a member of the Allegheny College community. The Handbook is designed to assist in defining the relationship between Allegheny College and each of its employees.

### **200.1 College-Wide Standing Committees (revised October 1, 2009)**

#### **Administrative Executive Committee (AEC)**

The AEC is comprised of the President, Dean of the College, Executive Vice President, Vice President of Development, Dean of Students, Vice President for Enrollment & Communications, Chief Information Officer, and Secretary of the College. The Chair of the Faculty Council also participates in AEC meetings by invitation of the President. The AEC is the primary policy-making body of the College. The AEC reviews all major financial, administrative, academic, and programmatic issues.

#### **Finance and Facilities Committee (FFC)**

The Finance and Facilities Committee (FFC) makes recommendations of general financial and facilities planning policy for the College, and it serves as a liaison for the administration, faculty, staff and students on financial matters.

#### **Staff Advisory Committee (SAC)**

The Staff Advisory Committee (SAC) is elected to communicate the interests, opinions and concerns of the non-exempt (hourly) staff to the Administrative Executive Committee (AEC).

The SAC is comprised of eleven non-exempt employees who are elected by their peers to serve a two-year term of office.

SAC meets regularly and members of the campus community are welcome to attend. For meeting dates and times, please visit the SAC Web page. SAC by-laws and most recent minutes for the date and location of upcoming meetings can be found on the inside Allegheny Web site under "Committees."

#### **Administrative Advisory Committee (AAC)**

The Administrative Advisory Committee (AAC) is elected to communicate the interests, opinions, and concerns of exempt (salaried) employees and acts as a liaison to the Administrative Executive Committee (AEC).

The committee is comprised of eleven exempt employees. Representatives are elected by their peers to serve a two-year term of office. AAC meets regularly and members of the campus community are welcome to attend. AAC by-laws and most recent minutes can be found on the inside Allegheny Web site under "Committees."

### **Committee on Discriminatory and Sexual Harassment**

This committee is comprised of faculty, students, and staff and includes the Director of Diversity Affairs as an ex-officio member. Members of the committee serve as resources for the informal resolution of complaints and receive appropriate training in this area. Members of the College Community who believe they have been victims of harassment are encouraged to seek assistance from members of this committee. Please refer to College policy on Sexual Harassment in Section 400.2 of this Handbook.

In addition to the above-listed College committees, there are a wide variety of committees on which employees may be invited to serve.

## **200.2 Human Resources Office**

The Office of Human Resources provides various support services to all departments of the College to enable supervisors to attract, develop, and retain the people needed to effectively accomplish departmental objectives, to carry out the programs and to support the mission of the College.

The office administers all employee-related benefit programs for the College; maintains both electronic and manual systems of personnel records; interprets College personnel policies and procedures; and carries out functional responsibilities related to Allegheny's human resources programs, including salary administration, benefits administration, employee orientation, payroll administration, equal opportunity, recruitment advertising, and employee relations activities.

In providing these services, the Office seeks to coordinate the human resource needs of the College with those of employees and is available to support departments in administrative issues, human resources and employment-related issues.

## **200.3 Beginning Work**

### **U. S. Employment Authorization**

The Immigration Reform and Control Act of 1986 requires all employees of Allegheny College to provide proof of identity and eligibility to work in the United States within three days of hire date by completing an "I-9" form.

### **Orientation**

All new employees must meet with a representative of the Office of Human Resources to complete the necessary employment and benefit forms.

The Office of Human Resources will provide all new employees with a copy of the Allegheny College Personnel Policies and Benefits Handbook. The Handbook can also be accessed on the Allegheny College Web site at [allegheny.edu](http://allegheny.edu).

New employees will receive information from their supervisors concerning their specific job duties, working schedules, performance expectations and materials with which to perform their jobs.

### **Parking**

Employees are allowed to park on campus in "Gold" designated lots when displaying a parking sticker on their vehicles. These stickers are available in the Security Office, upon submission of a completed vehicle registration form.

Vehicles without Allegheny parking permits or vehicles parked in improper areas will be ticketed the current fee for a parking violation. Unpaid fees will result in the loss of parking privileges.

### **Keys**

As a new employee, you may obtain keys required for your job by contacting the Physical Plant Office. To obtain keys, you will need to present an authorization form from your supervisor. Duplication of keys is prohibited and may result in discipline up to and including discharge. All keys must be surrendered to the Physical Plant Office prior to the last day of employment.

### **Employee Identification Cards**

An Allegheny College identification (ID) card is issued to each new employee. You can get your ID card from the Security Office located in Newton Observatory. Arrangements can be made to have this done through the Office of Human Resources at the time of your new employee orientation. Your employee ID card will provide you with privileges at the Bookstore, Library and the Wise Center, Allegheny's recreation/sports facility.

Allegheny College also offers a meal plan that employees can purchase and have coded onto their ID card. Employees can purchase a "10" meal package, which is good at Brooks dining hall during their regular serving times. You and your colleagues can enjoy the atmosphere and options of Brooks: all you can eat service, daily specialty bars, wellness menus, etc. Just go to the Security Office to make arrangements to purchase the meal plan. This meal plan will be coded onto your campus ID (Insta-Gator) card. Then all you have to do is go to Brooks for breakfast, lunch or dinner, let the checker swipe your card and enjoy yourself. These meals have no expiration date so you can use them whenever you want.

You can also receive discounts at participating Meadville businesses when you present your ID card. A list of participating businesses can be found on the Allegheny Web site. Coupons are also available in the student telephone directory for additional savings.

## **200.4 Employee Categories**

Employees of Allegheny College are assigned to one of the following categories:

### **Regular Full-Time**

Employees regularly assigned to work a minimum of 33-3/4 hours per week for at least 9 months of the year in a position regularly budgeted as a full-time position.

### **Regular Part-Time**

- ❑ A continuing part-time appointment is one that has been approved by AEC as a regularly budgeted position
- ❑ Employee may work over 1,000 hours/calendar year
- ❑ Eligible to participate in the College retirement plan with employer match if employee works over 1,000 hours per calendar year (hours are monitored annually); if employee fall under 1,000 hours, he/she cannot continue participation with employer match but may participate in supplemental retirement plan with no employer match
- ❑ Eligible to receive employer match on Social Security and covered under Workers' Compensation and Unemployment Insurance

- ❑ **Not** eligible for the following College benefits: vacation, sick or personal time accrual; medical (including opt-out), life insurance, long-term disability, or short-term disability

### **Temporary Part-Time or Full-Time**

- ❑ Maximum appointment term up to one year in duration (requires AEC approval)
- ❑ May be eligible for renewal but would require AEC approval
- ❑ Maximum part-time appointment up to 1,000 hours per calendar year or may work on an as needed basis for a specific period of time, not to exceed six months in duration with AEC approval
- ❑ **Not** eligible to participate in College retirement plan with employer match; may participate in supplemental retirement plan with no employer match
- ❑ **Not** eligible for the following employee College benefits: vacation, sick or personal time accrual; medical (including opt-out), life insurance, long-term disability, or short-term disability
- ❑ Eligible to receive employer match on Social Security and covered under Workers' Compensation and Unemployment Insurance

### **Summer Employees (Revised March 1, 2012)**

Each year, all summer student employment positions must be advertised exclusively for Allegheny students with the Office of Financial Aid. Positions should be advertised in March so that hire decisions can be made by the deadline posted by the Office of Residence Life for summer campus housing.

Only qualified Allegheny students are eligible for student employment. For the purposes of summer employment, an Allegheny student is defined as someone who will be enrolled at Allegheny College in the upcoming fall semester. Accepted applicants who have made a commitment to Allegheny for the fall are considered Allegheny students. Allegheny College seniors graduating in May are not considered Allegheny students for the purposes of summer employment.

Offices and departments must have sufficient funds available in student employment budget lines to hire a student summer worker, including non-Allegheny student summer workers. Please remember that the summer crosses fiscal years. Funds must be available in both fiscal years in order to hire a student worker for the entire summer. A summer student may work no more than thirty-five hours per week. Exceptions to the number of hours worked must be reviewed and approved by the respective AEC member. The actual number of hours assigned to the position is contingent upon the funds the department has available for the summer.

Offices and departments may hire a non-Allegheny student after May 1<sup>st</sup> if every effort has been made to hire an Allegheny student and none is available. Departments should contact the Office of Financial Aid to see if Allegheny students are available for hire. If no students are available, a non-Allegheny student may be hired if approved by the respective AEC member.

No Allegheny student or non-Allegheny student shall be permitted to work under the direct or indirect supervision of a parent or other relative (as defined in Allegheny College Employment Policy 400.10 Nepotism). Any exceptions to this policy must be approved by the respective AEC member.

The Financial Aid Office will process summer employment paperwork and timecards for Allegheny students. Allegheny students will continue to submit time sheets electronically through Web Advisor on a monthly basis and will be paid on the 15<sup>th</sup> of each month. The Office of Human Resources will process

summer employment paperwork and timecards for non-Allegheny students. Non-Allegheny students will submit paper time sheets on a monthly basis and will be paid on the 15<sup>th</sup> of each month.

Questions on Allegheny student employment should be directed to the Office of Financial Aid. Questions regarding non-Allegheny student employment should be directed to the Office of Human Resources.

## **200.5 Exempt/Non-Exempt Classification**

The Fair Labor Standards Act (FLSA) stipulates specific tests to determine whether a job is nonexempt or exempt from its provisions. To be salaried under an FLSA exemption means an employee is paid a full salary for the workweek, regardless of the actual number of hours worked during the week. To determine exemption status, there are tests for four types of positions: executive, administrative, professional and outside sales. The FLSA guidelines are posted in the Office of Human Resources.

### **Exempt (Salaried)**

Exempt employees are those employees whose compensation is based upon an established annualized salary. Exempt employees who work a partial month will be compensated on a pro-rated basis using the actual number of days worked in that month.

Exempt personnel include the executive, managerial, and professional positions, which, by the nature and scope of duties or educational requirements, meet the general and technical exemption requirements as established by the FLSA.

### **Non-Exempt (Hourly)**

Non-exempt employees are those employees whose compensation is computed upon the basis of an hourly rate. The FLSA requires that hourly employees are paid overtime rate (time and one-half) for all hours worked over forty in the work week. The FLSA and Pa. State Statute prohibit the use of time off in lieu of overtime pay, except within the same work week. If additional hours are worked by a non-exempt employee, the supervisor may determine whether the employee takes times off in lieu of pay within the same work week.

Hourly employees include office support (e.g. clerical/secretarial), maintenance, trade/craft and security employees.

## **200.6 Work Week**

The standard business hours of the College are generally from 8:00 a.m. to 5:00 p.m. with some flexibility, provided that the business needs of the office and College are met. There are situations where an exempt employee may work a different schedule and/or extra hours due to workload, special projects, or unexpected emergencies. The College recognizes this and therefore allows for some flexibility in an employee's work schedule, when appropriate, with supervisor approval and provided the production needs of the department are met. Regular full-time and part-time exempt employees will be paid on a salary basis.